

<b>Policy Number</b>	
<b>Policy Title</b>	Registration Policy
<b>Responsible Officers</b>	University Registrar
<b>Responsible Offices</b>	University Registrar
<b>Summary:</b>	The following policy outlines procedures for student registration.
<b>Definitions:</b>	<p><b>Pre-registration Form:</b> An electronic form signed by a non-standard online student after admission giving the Registrar’s office permission to register the student.</p> <p><b>Preliminary Evaluation:</b> An unofficial evaluation of transfer credit that is subject to change once official transcripts are received.</p> <p><b>Transfer Credit:</b> College-level credit including but not limited to credit earned at another institution, standardized test scores, IB examinations and military credit.</p>
<b>Approving Body:</b>	
<b>Original Approval Date:</b>	
<b>Last Revision:</b>	April 4, 2019
<b>Re-evaluation Date:</b>	April 4, 2023
<b>Departmental Impact:</b>	The University Registrar

*Failure to follow the following policy may result in disciplinary action, including termination of employment.*

**Policy Statement:**

The Registrar’s office will register traditional undergraduate students for their first year. After that, students are responsible for registering themselves for the rest of their program including zero credit hour, required courses (i.e. Christian Service Learning and Chapel courses).

For non-standard online cohort students, the Registrar’s office will register students for for their entire program. A signed pre-registration from is required by all non-standard online cohort students during the admission process.

Graduate students in standard terms will register themselves for the duration of their program.

Students in the Chinese Initiative Program will manually register students based on a request sent to the Registrar’s office.

Manual registrations may be done by the Registrar’s office based on the following circumstances:

- Retake of a previously failed course
- Late registrations occurring after the add/drop period has closed (with dean approval and late fee)
- Faculty directed study
- Proficiency Exam/Advanced Standing registration
- Audit registration
- Non-standard online cohort students that are not able to register themselves

**Rationale:**

This policy is to provide clear and consistent guidelines for registering a student ensuring that the student will be properly registered for courses that will count towards his or her degree requirements.

**Implementation/Procedures:**

All student registrations will be completed in accordance with the published Academic Catalog that is made available online at [www.ciu.edu](http://www.ciu.edu) no later than April 1.

### Undergraduate Students:

For incoming students, the Registrar's office will evaluate any transfer credit via a preliminary evaluation using unofficial or official transcripts. Once official transcripts have been received, the Registrar's office will evaluate any transfer credit from other accredited institutions or unaccredited institutions that have undergone the unaccredited institution review before registering the student. Once the transfer credit is evaluated, the student will be registered for his or her first year of courses depending on the student's declared major. Most majors will take 15 credit hours per semester including a 0 credit hour chapel requirement. For a student with an Undecided major, the student will be registered for the same classes as a General Studies major. If more transfer credit is received after the student has been registered for his or her first year, the student's registration will be modified. After the first semester, the students will register themselves according to their degree program after consultation with their faculty advisor.

### Graduate Students:

Graduate students will register themselves for the duration of their program. Any transfer credit must be approved by the academic dean (facilitated by the Registrar's office if prior to matriculation and by petition if after matriculation).

### Non-Standard Online Students:

For non-standard online cohort students (undergraduate and graduate), the Registrar's office will evaluate any transfer credit via a preliminary evaluation using unofficial or official transcripts upon request. Once official transcripts have been received, the Registrar's office will complete an official evaluation of any transfer credit from other accredited institutions or unaccredited institutions that have undergone the unaccredited institution review before registering the student. The student will be registered for his or her entire program. A full-time undergraduate term is 12 credit hours and a graduate term is 9 credit hours. The student will be placed in courses that are as close as possible to his or her cohort sequence. The online academic advisor will monitor the student's progress throughout the program. The student is ultimately responsible to monitor his or her own program sequence and track his or her academic progress for academic and financial aid eligibility.

If any student wants to withdraw, the student must submit a withdrawal form to the Registrar's Office to initiate a withdrawal from either an individual course or the University. Please see [Withdrawal Policy](#) for more information.

### **Hyperlinks**

[www.ciu.edu/policy](http://www.ciu.edu/policy)